

OVERVIEW OF BUDGET

DEPARTMENT: ARCHITECTURE & ENGINEERING
DIRECTOR: G. DANIEL OJEDA
BUDGET UNIT: AAA ANE

I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction, and provides inspection and construction project management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	567,126	645,063	610,842	634,174
Total Revenue	13,464	5,000	10,461	-
Local Cost	553,662	640,063	600,381	634,174
Budgeted Staffing		25.0		25.0
Workload Indicators				
Construction Contracts Awarded	88	106	93	
Consultant Agreements	57	41	91	
Projects Managed				165
Inspections Performed				1,804
Construction Estimates Completed				120

New workload indicators were established to reflect a more concise measurement of functions performed.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Changes in staffing reflect conversion of a Contract Chief Building Construction Engineer to a regular Building Construction Engineer III. The requested position will be in a lower salary range. This position will manage complex projects and assist in the supervision of lower level project management staff to effectively meet completion goals.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request budget. The breakdown of these positions are as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	2.0	

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Vacant Position Restoration Request:

The department has submitted a policy item to restore 2.0 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	CIP	2.0 \$148,604 Revenue Supported	2.0 Building Construction Engineer II positions for program management of Capital Improvement Program projects.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Architecture & Engineering
FUND: General AAA ANE

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,841,911	2,027,376	182,409	-	2,209,785
Services and Supplies	211,935	231,252	(31,583)	-	199,669
Central Computer	20,016	20,016	(6,286)	-	13,730
Transfers	8,903	9,500	(162)	-	9,338
Total Exp Authority	2,082,765	2,288,144	144,378	-	2,432,522
Reimbursements	(1,471,923)	(1,643,081)	(150,267)	-	(1,793,348)
Total Appropriation	610,842	645,063	(5,889)	-	639,174
<u>Revenue</u>					
Other Revenue	10,461	5,000	-	-	5,000
Total Revenue	10,461	5,000	-	-	5,000
Local Cost	600,381	640,063	(5,889)	-	634,174
Budgeted Staffing		25.0	-	-	25.0

GROUP: Internal Services
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ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,209,785	16,310	2,226,095	(148,604)	2,077,491	-	2,077,491
Services and Supplies	199,669	(4,496)	195,173	-	195,173	-	195,173
Central Computer	13,730	-	13,730	-	13,730	-	13,730
Transfers	<u>9,338</u>	<u>2,594</u>	<u>11,932</u>	<u>-</u>	<u>11,932</u>	<u>-</u>	<u>11,932</u>
Total Exp Authority	2,432,522	14,408	2,446,930	(148,604)	2,298,326	-	2,298,326
Reimbursements	(1,793,348)	(19,408)	(1,812,756)	148,604	<u>(1,664,152)</u>	-	(1,664,152)
Total Appropriation	639,174	(5,000)	634,174	-	634,174	-	634,174
Revenue							
Current Services	5,000	(5,000)	-	-	<u>-</u>	-	-
Total Revenue	5,000	(5,000)	-	-	<u>-</u>	-	-
Local Cost	634,174	-	634,174	-	634,174	-	634,174
Budgeted Staffing	25.0	-	25.0	(2.0)	23.0	-	23.0

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Base Year Adjustments		
Salaries and Benefits	53,384	MOU.
	102,936	Retirement.
	<u>26,089</u>	Risk Management Workers Comp.
	<u>182,409</u>	
Services and Supplies	(25,603)	4% Spend Down Plan.
	4,020	Risk Management Liabilities.
	<u>(10,000)</u>	30% Cost Reduction Plan.
	<u>(31,583)</u>	
Central Computer	<u>(6,286)</u>	
Transfers	<u>(162)</u>	Incremental change in EHAP.
Reimbursements	<u>(150,267)</u>	Increase correlates to increase in salaries and benefits.
Total Base Year Appropriation	<u>(5,889)</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>(5,889)</u>	

Recommended Program Funded Adjustments		
Salaries and Benefits	16,310	Increase due to equity adjustment approved by the Board in January 2002 for Executive Secretary II and various step increases.
Services & Supplies	<u>(4,496)</u>	GASB 34 Accounting Change (EHAP).
Transfers	4,496	GASB 34 Accounting Change (EHAP).
	<u>(1,902)</u>	Decrease in PSG payroll charges.
	<u>2,594</u>	
Reimbursements	(19,408)	Increase due to MOU salary increases that are passed on to the various Capital Improvement Projects.
Total Appropriation	<u>(5,000)</u>	
Total Revenue	<u>(5,000)</u>	Decrease due to revenues are now included in reimbursements.
Local Cost	<u>-</u>	

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Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Reimbursements</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	2	2.0	148,604	148,604	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	148,604	148,604	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Reimbursements</u>	<u>Local Cost</u>
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<i>Building Construction Engineer II</i>	10497	(1.0)	(74,302)	(74,302)	-
<i>Building Construction Engineer II</i>	LY 301059	(1.0)	(74,302)	(74,302)	-
Subtotal Recommended - Delete		(2.0)	(148,604)	(148,604)	-
Total Slated for Deletion		(2.0)	(148,604)	(148,604)	-

Vacant Budgeted In Recruitment - Retain

	-	-	-	-	-
Total in Recruitment Remain	-	-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.